

INSTRUCTIONS FOR PREPARATION OF VA REQUEST FOR DETERMINATION OF REASONABLE VALUE/HUD APPLICATION FOR PROPERTY APPRAISAL AND COMMITMENT

This form is a combined VA Request for Determination of Reasonable Value and HUD Application For Property Appraisal and Commitment. *All entries must be typed.*

Remove this instruction page and complete page 1 following the instructions below, using the reverse of this instruction page as a worksheet. After completion of page 1, detach page 2 for your records and forward the packet, together with any necessary exhibits, as instructed by either the HUD or VA office having jurisdiction.

Since certain selected data from page 1 is transcribed onto the VA CRV (Certificate of Reasonable Value), we request that this form be carefully prepared. Incomplete submissions impede timely processing at the expense of both the Government and the requester.

This report is authorized by law (38 U.S.C. 3704(a) and 3710(b) or 12 U.S.C. 1709, as applicable). Failure to provide the information requested can result in rejection of the property as security for a loan.

VA-REQUIRED EXHIBITS TO BE SENT WITH APPLICATION

SALES CONTRACTS: In cases involving proposed construction or existing construction not previously occupied, a copy of the executed or proposed sales contract must be submitted or, if a previously approved form of contract is to be used, the approved contract code number may be shown in Item 37. In those cases in which a veteran is under contract, submission of the contract may be deferred until a loan application is received.

PROPOSED CONSTRUCTION: Complete working drawings, including plot plan, foundation or basement plans, plans of all floors, exterior elevations, grade levels, sectional wall details, heating layout, individual well and septic system layout, and specifications on VA Form 26-1852, Description of Materials. (Consult local VA office for number of exhibit sets required.) This information is subject to reproduction by VA under 38 U.S.C. 3705 (b) and for storage purposes.

EXISTING CONSTRUCTION: 1. ALTERATIONS, IMPROVEMENTS OR REPAIRS—Complete drawings and specifications indicating the work to be done and its relation to the house, in the quantity required by the local VA office. 2. NOT PREVIOUSLY OCCUPIED AND CONSTRUCTION COMPLETED WITHIN 12 CALENDAR MONTHS—Contact local VA office for eligibility criteria and required exhibits.

HUD-REQUIRED EXHIBITS TO BE SENT WITH APPLICATION

HOUSES PROPOSED OR UNDER CONSTRUCTION

1. Complete Working Drawings*, in duplicate. (See additional instructions in HUD Handbook 4145.1, chapter 2):

<ol style="list-style-type: none"> (a) Plot plan with proper grading design (b) Foundation or basement plans (c) Floor plans and exterior elevations (d) Sectional wall details (e) Fireplace and stair sections 	<ol style="list-style-type: none"> (f) Kitchen cabinet elevations and sections (g) Electrical and heating layout (h) Specifications on HUD Form 92005, Description of Materials (i) Individual water supply and sewage disposal system design (j) Additional exhibits may be required by local HUD office
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*Not required if application is accompanied by a VA CRV.
2. Builder Certification** will be completed, signed and attached to the cover sheet of the plans. Certificate must ensure that the construction exhibits comply with:
 - (a) Local, State or model code requirements as set forth in 24 CFR §200.926a,
 - (b) HUD requirements contained in 24 CFR §200.926d, and
 - (c) Architectural exhibits in HUD Handbook 4145.1, chapter 2.

**Required on all applications even if accompanied by a VA CRV.
3. Master Conditional Commitment (HUD Form 91322) may be submitted if 5 or more repeat cases are involved in a subdivision. Instructions are in HUD Handbook 4115.3. Refer to HUD Handbook 4145.1, chapter 2, for requirements on architectural exhibits.
4. Sales Contract (VA CRV). In cases involving known borrowers, a copy of the sales contract and HUD Form 92900, Application for Mortgage Approval, must be submitted with the application.

EXISTING HOUSES (Property must comply with HUD Handbook 4905.1)

1. Proposed Additions. Complete drawings and specifications. (See Item 1 above)
2. Alterations. Describe minor improvements to the property and provide a sketch of the change.
3. Individual Water Supply/Sewer System. If property has not been occupied for a full year since completion, working drawings must be submitted. (See Item 1 (i) above)

FORM ENTRIES

SECTION OF ACT: Insert section of the National Housing Act requested (HUD CASES ONLY).

NAME, ADDRESS, AND ZIP CODE: Make sure to enter the ZIP code in all blocks which require an address entry.

LEGAL DESCRIPTION: Insert legal description. If necessary, attach 4 copies of a separate sheet showing the legal description.

TITLE LIMITATIONS: Enter known title exceptions. If none are known, enter "None." Include easements, special assessments, mandatory homeowners association membership, etc. Exceptions noted on this application will be considered in reasonable value. Attach separate sheet (4 copies) if necessary.

LOT DIMENSIONS: Show frontage X depth. If irregular, indicate dimensions of all perimeter lot lines (FOR HUD CASES, enter total square feet. For irregular lots, estimate square footage to nearest 1000 sq. ft.).

REMOVABLE EQUIPMENT: Personal property, such as furniture, drapes and rugs, will not be valued and may not be included in the loan. However, wall-to-wall carpeting may be included in value and also included in the loan.

BUILDING STATUS—SUBSTAN. REHAB.: Substantial rehabilitation should be indicated if the structure is substandard (dilapidated condition or lack of essential plumbing) and is to be rehabilitated with the proceeds of the loan being applied for. (APPLICABLE TO HUD CASES ONLY.)

NOTE: If title is not "fee simple," submit copies in duplicate of all pertinent legal data providing a full explanation of the title involved.

CONSTRUCTION COMPLETED: Insert both month and year when property has been completed less than two years. If over two years old, insert year completed only.

COMMENTS ON SPECIAL ASSESSMENTS AND/OR HOMEOWNER ASSOCIATION CHARGES: Indicate special assessments which are now a lien or will become a lien. In the case of a planned unit development, condominium, or a mandatory membership homeowner association, indicate the current monthly or other periodic assessment.

MINERAL RIGHTS: If reserved, explain either in space shown as title exceptions or by separate page.

LEASEHOLD CASES: (Usually Hawaii or Maryland.) If property involves a leasehold, insert the ground rent per year and show whether the lease is for 99 years or renewable, whether it has previously been HUD or VA approved, and its expiration date. In VA cases, submit two copies of the lease agreement.

SALE PRICE: Enter proposed sale price except when application involves an individual owner-occupant building for himself/herself. In such cases, enter estimated cost of construction and the balance owed on the lot, if any. If refinancing, enter amount of proposed loan in Item 35.

CERTIFICATIONS FOR HUD SUBMISSIONS: Each application must be signed by an authorized official of the mortgagee under the Mortgagee's Certificate. In the case of an existing house, either the mortgagee, builder or seller may sign the Builder/Seller's Agreement. If proposed construction, the Builder/Seller's Agreement must be executed by the Builder or Seller.

